

**CA-PMM****Project Name:** UIMOD Part 2- CCR**OCIO Project #:** 7100-181**Department:** OSI/EDD**Reporting Period:** From: 6/1/09 To: 6/30/09**Team Member to Project Manager****Current Task Summary**

Task or Deliverable	Scheduled Completion Date	Actual Completion Date	Issues?
Vendor cost negotiations completed	6/30/09	6/26/09	No
Schedule Rebaseline	6/30/09	6/30/09	No
<b>Accomplished this week</b>			
Completion of the cost negotiations in the month of June sets the stage for initiation of the contract award process. The schedule was also rebaselined to align the vendor-proposed schedule with the CCR schedule.			
<b>Planned/Scheduled Completion in Next Two Weeks</b>			
The Staffing Plan will be updated in preparation for the update of SPR#3.			
<b>Status Summary</b>	<b>Yes/No</b>	<b>Explanation</b>	
Will all assigned tasks be accomplished by their due date?	Yes		
Are there any planned tasks that won't be completed?	No		
Are there problems which affect your ability to accomplish assigned tasks?	No		
Do you plan to take time off that is not currently scheduled?	No		

**Status of Assigned Issues**

Issue Number	Description	Due Date	Status
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Manager**


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Questions	Yes/No	Cause	Impact	Action Required
1. Were recent milestones completed on schedule?	Yes			
2. Were any key milestones or deliverables rescheduled?	Yes	Cost negotiations were completed earlier than expected.	The project schedule stil constrained by availability of program staff.	None.
3. Was work done that was not planned?	No			
4. Were there any changes to scope?	Yes	Vendor negotiations resulted in minor scope changes.	The proposal was modified to eliminate the prototype requirement.	None.
5. Were tasks added that were not originally estimated?	No			
6. Were any tasks or milestones removed?	No			
7. Were any scheduled tasks not started?	No			
8. Are there any new major issues?	No			
9. Are there any staffing problems?	No			

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Questions	Yes/No	Impact	Action Required
1. Will upcoming critical path milestones or deliverables be delayed?	No		
2. Do any key milestones or deliverables need to be rescheduled?	No		
3. Is there any unplanned work that needs to be done?	No		
4. Are there any expected or recommended changes to scope?	No		
5. Are there any tasks not originally estimated that will need to be added?	No		
6. Are there any tasks or milestones that should be removed from the plan?	No		
7. Are there any scheduled tasks whose start will likely be delayed?	No		
8. Are any major new issues foreseeable?	No		
9. Are any staffing problems anticipated?	No	Availability of critical resources when needed is the biggest risk to the project.	Monitor closely.

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## Project Manager to Sponsor

### Current Status and Accomplishments:

*Describe deliverables completed and milestones met during **this reporting period**.*

Completion of the cost negotiations in the month of June sets the stage for initiation of the contract award process. The schedule was also rebaselined to align the vendor-proposed schedule with the CCR schedule.

### Project Milestones:

*List key milestones and their dates from the project schedule.*

Milestone	Target Date	Forecast Date	Status	Cause & Impact to Implementation Date	Date Completed
Vendor cost negotiations completed			6/30/09	6/26/09	No

### Variances

Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance".

	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule	x			The vendor proposed schedule will require a modification to the schedule.
Milestones	x			The vendor proposed schedule will require a modification to the schedule.
Deliverables	x			
Resources	x			
OneTime Cost		x		Vendor proposed costs exceed the budgeted amount. The SPR#3 will be submitted in July 2009 to outline the differences.
Continuing Cost	x			

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## Project Manager to Sponsor

## CA-PMM

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## Sponsor to Executive Committee

### Summary Milestones and Highlights

Project Milestones:						
List key milestones and their dates from the project schedule. Explain in issues section if a milestone's status is behind.						
Milestone	Target Date	Forecast Date	Status	If Delayed, Impact to Implementation Date	Date Completed	
Vendor cost negotiations completed				6/30/09	6/26/09	No
SPR #3				7/30/09	7/30/09	No

<b>Variances</b> Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance". <i>* Priority of schedule, scope, budget, and quality from Final Ranking established in the Priority Analysis</i>				
	<b>On Plan &lt;5%</b>	<b>Caution 5-10%</b>	<b>Significant Variance &gt;10%</b>	<b>Action Required</b>
Schedule	x			None
Milestones	x			None
Deliverables	x			None
Resources	x			None
One Time Cost	x			None
Continuing Cost	x			None

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### Monitoring Vital Signs Scorecard

Vital Sign	Variance	Value	Your Score	Score Justification
1. Customer Buy-In	High Degree of Buy-In	0	0 Green	There is a high degree of customer buy-in.
	Medium Degree of Buy-In	1		
	Low Degree of Buy-In	2		
2. Technology Viability	Strong Viability	0	0 Green	This portion of the project is not yet underway.
	Medium Viability	1		
	Weak Viability	2		
3. Status of the Critical Path (delay)	<5%	0	0 Green	This portion of the project is not yet underway.
	5% to 10%	1		
	>10%	2		
4. Cost-to-Date vs. Estimated Cost-to-Date (higher)	<5%	0	1 Yellow	Vendor cost proposals exceeded projected costs in SPR #2. Actual contract costs will be reflected in SPR #3.
	5% to 10%	1		
	>10%	2		
5. High-Probability, High-Impact Risks	0 to 3	0	0 Green	Availability of critical resources when needed is the biggest risk to the project.
	4 to 6	1		
	>6	2		
6. Unresolved Issues (on time resolution)	On time	0	0 Green	This portion of the project is not yet underway.
	Late with no impact	1		
	Late impacting the critical path	2		
7. Sponsorship Commitment	Fully engaged	0	0 Green	There is a high degree of sponsorship buy-in.
	Partially engaged	1		
	Inadequate engagement	2		
8. Strategy Alignment	Strong alignment	0	0 Green	This portion of the project is not yet underway.
	Partial alignment	1		



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9. Value-to-Business	Weak or no alignment	2	0 Green	This portion of the project is not yet underway.
	Strong	0		
	Medium	1		
	Weak	2		

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10. Vendor Viability (provide rationale for the rating in the field following the scorecard)	Strong	0	0	Green	This portion of the project is not yet underway.
	Medium	1			
	Weak	2			
11. Milestone Hit Rate (rate of achievement as planned)	>90% on time	0	0	Green	This portion of the project is not yet underway.
	80-90% on time	1			
	<80% on time	2			
12. Deliverable Hit Rate (rate of production as planned)	>90% on time	0	0	Green	This portion of the project is not yet underway.
	80-90% on time	1			
	<80% on time	2			
13. Actual vs. Planned Resources	>90% assigned and available	0	0	Green	This portion of the project is not yet underway.
	80-90% assigned and available	1			
	<80% assigned and available	2			
14. Overtime Utilization (% of effort that is overtime)	<15%	0	0	Green	This portion of the project is not yet underway.
	15-25%	1			
	>25%	2			
15. Team Effectiveness	Highly Effective	0	0	Green	This portion of the project is not yet underway.
	Moderately Effective	1			
	Ineffective	2			
<b>Total</b>			<b>1</b>	<b>G</b>	

Green = 0 - 8  
Yellow = 9 - 19  
Red = 20+

### Vendor Viability Rating Rationale

The Vendor has demonstrated viability to date.

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